



Bright from the Start Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334

Phone: (404) 657-5562 WWW.DECAL.GA.GOV

Date: 12/14/2018 **VisitType:** Monitoring Visit

Arrival: 10:30 AM

Departure: 1:00 PM

CCLC-35644

Child Development Center

2701 11th Avenue Columbus, GA 31904 Muscogee County
 (706) 801-9428 aheberlig@esphheadstart.org

Regional Consultant

LaKeyshia Tucker

Phone: (770) 357-7048

Fax: (770) 357-7047

lakeyshia.tucker@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
12/14/2018	Monitoring Visit	Good Standing
05/22/2018	Monitoring Visit	Good Standing
12/12/2017	Licensing Study	Good Standing

Compliance Zone Designation - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.

Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules.

Support - Program performance is demonstrating a need for improvement in meeting rules.

Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	1	Infants and One Year Olds	3	4	C	13	C	NA	NA	Free Play, Nap
Main	10	PreK	2	18	C	21	C	NA	NA	Centers
Main	11	Three Year Olds	2	9	C	16	C	NA	NA	Free Play
Main	12	Three Year Olds	2	13	C	16	C	NA	NA	Centers
Main	13	Four Year Olds and Five Year Olds	3	17	C	25	C	NA	NA	Centers
Main	3	One Year Olds and Two Year Olds	2	8	C	13	C	NA	NA	Centers, Free Play
Main	4	One Year Olds and Two Year Olds	2	4	C	13	C	NA	NA	Centers
Main	5	Three Year Olds and Four Year Olds	2	5	C	17	C	NA	NA	Centers, Free Play
Main	6	Three Year Olds and Four Year Olds	2	11	C	17	C	NA	NA	Centers, Free Play
Main	7	Two Year Olds and Three Year Olds	2	16	C	16	C	NA	NA	Centers
Main	8	Three Year Olds and Four Year Olds	2	12	C	16	C	NA	NA	Circle Time
Main	9	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 131

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	69	C

Comments

A one-day criminal records check letter was left.

Plan of Improvement: Developed This Date 12/14/2018

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.aspx>, for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

Alina Heberlig, Program Official

Date

LaKeyshia Tucker, Consultant

Date



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Findings Report

Date: 12/14/2018 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A variety of equipment and toys were observed throughout the center.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Center appears clean and well maintained.

Correction Deadline: 5/22/2018

Corrected on 12/14/2018

.25(13) - Correction of previous citation, no hazards were observed on the day of the visit.

591-1-1-.26 Playgrounds(CR)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Comment**

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR)**Met****Comment**

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Met****Comment**

Documentation for medication dispensing observed complete.

Safety

591-1-1-.11 Discipline(CR)**Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation, that two infants were wrapped in blankets asleep in the cribs and one infant had a bottle in the crib.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 12/14/2018**Staff Records****Records Reviewed: 38****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 11/13/2018

Staff # 2 Met

Date of Hire: 08/12/2004

Staff # 3 Met

Date of Hire: 02/15/2016

Staff # 4 Met

Date of Hire: 09/02/2016

Staff # 5 Met

Date of Hire: 10/17/2016

Staff # 6 Met

Date of Hire: 09/16/2003

Staff # 7 Met

Date of Hire: 02/01/2011

Staff # 8 Met

Date of Hire: 09/20/2012

Staff # 9 Met

Date of Hire: 03/08/2008

Staff # 10 Met

Date of Hire: 08/06/2015

Staff # 11 Met

Date of Hire: 07/24/2014

Staff # 12 Met

Date of Hire: 12/19/1992

Staff # 13 Met

Date of Hire: 10/08/1998

Staff # 14 Met

Date of Hire: 08/02/2017

Staff # 15 Met

Date of Hire: 10/12/2010

Staff # 16 Met

Date of Hire: 07/08/2014

Staff # 17 Date of Hire: 09/30/2015	Met
Staff # 18 Date of Hire: 09/28/2016	Met
Staff # 19 Date of Hire: 09/12/2012	Met
Staff # 20 Date of Hire: 11/05/2013	Met
Staff # 21 Date of Hire: 11/13/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 22 Date of Hire: 09/05/2000	Met
Staff # 23 Date of Hire: 08/02/2016	Met
Staff # 24 Date of Hire: 08/14/2018	Met
Staff # 25 Date of Hire: 10/01/2009	Met
Staff # 26 Date of Hire: 08/01/2014	Met
Staff # 27 Date of Hire: 07/06/2016	Met
Staff # 28 Date of Hire: 04/11/2017	Met
Staff # 29 Date of Hire: 01/25/2018	Met
Staff # 30 Date of Hire: 10/11/1991	Met
Staff # 31	Met

Date of Hire: 07/06/2017

Staff # 32 Met

Date of Hire: 10/04/2016

Staff # 33 Met

Date of Hire: 03/09/2015

Staff # 34 Met

Date of Hire: 07/05/2016

Staff # 35 Met

Date of Hire: 06/16/2016

Staff # 36 Met

Date of Hire: 02/03/2016

Staff # 37 Met

Date of Hire: 07/18/2014

Staff # 38 Met

Date of Hire: 04/19/2013

Staff Credentials Reviewed: 38**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

The consultant left a 1 day letter with the center.

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined that one staff person did not have a records check on file as required.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 12/14/2018**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records one staff person did not have a comprehensive records check determination of file as required.

POI (Plan of Improvement)

The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required.

Correction Deadline: 12/14/2018

591-1-1-.24 Personnel Records

Not Met

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that three staff members did not have personnel files as required.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 12/19/2018

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

Comment

Adequate supervision observed on this date.